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## **12/05/2013 Minutes**

### **Arlington Master Plan Advisory Committee**

**Minutes: December 5, 2013 7:00-9:00 PM**

**Approved: January 9, 2014**

### **Central School (Senior Center) Lower Level**

**Members present:** Charles Kalauskas, Pam Heidell, , Ann LeRoyer, Bob Radochia, Greg Bowe, Joe Barr, Sheri Baron, Harris Band

**Members absent:** Monica Tibbits-Nutt, Eric Bourassa, Carol Svenson.

**Also present:** Consultant Ezra Glenn; Christine Scypinski (ARB); Joe Curro (BoS); resident Mark Kapelian; Carol Kowalski, Laura Wiener, Ted Fields, and Joey Glushko of the Planning Dept.

**The meeting was called to order at 7:05 PM. The minutes of October 29, 2013** were reviewed amended and accepted by a vote of 7 in favor and 1 abstaining (not present at the Oct. 29 Meeting).

**1. Review of the Baseline Reports** – The committee actively participated in discussion about the baseline report documents. These were among the issues raised:

- The maps were too busy and “noisy”, and did not add clarity to the material addressed
- There was inconsistency in style, content and format of the material
- Some reports were objective and factual, while some had subjective judgments
- Some important information was felt to be missing; such material would be needed in developing the working papers
- How will the baseline information be used – by Committee, consultants, residents?

Consultant Ezra Glenn suggested that as working papers evolve the baseline material would change; that there would be multiple passes of the parts as the program develops. This seemed contrary to earlier comments by consultants.

**Action:** Clarify with consultants how changes will be addressed in the evolving master plan program.

**2. Review of the public discussion of Nov. 7, 2013** – More than 90 people (including committee and consultants and staff) heard the baseline report and participated in the round-table discussions. Table leaders report the comments to the Planning Department, and they were forwarded to the consultant for handling. Three concerns arose from these discussions:

- How can the committee let people know that their participation and comments are heard?
- The committee should be sure to bring up the table discussion material at the working paper discussions.
- Will the working papers be “new material?”

**3. Selection of deadline for posting of comments** – Dec. 20 is the deadline for receipt of all comments on all of the baseline reports.

**4. Method for processing comments into the revised drafts** – the comments will be on the document drafts so they can be incorporated into the later content drafts as the focused topic is handled.

**5. Survey questions to “test” goals** – Carol Kowalski proposed that broad testing of the goals should be done. This might be by a survey tool, such as *PeopleForms*. Ezra suggested that the goals survey be attached to the working paper outreach efforts. AnnLeRoyer expressed concern for such a linkage of goals to working paper, because of how vague the goals are.

**Action:** There is discussion of spring focus for a “goal” survey.

**6. Operating procedures** – Copies of the operating procedure were handed out, reviewed. A motion was made to accept them, and was unanimously supported.

**7. Master Plan process for 2014** – We will begin work on the “working papers.” Carol Kowalski handed out DRAFT agendas for the upcoming months, which will include monthly a master plan element report, a comment period. The timing for collating/reviewing comments will entail additional dedicated time of the committee – to we worked out.

**Action:** Prepare a detailed time line for the receipt of working papers, presentation of material, comment period, draft working paper with comments.

**8. MPAC Meeting schedule for 2014 and outreach methods/purpose** –The Master Plan Adv. Committee has been invited to attend the Dec. 16 ARB meeting to discuss the future planning for the Mill Brook Corridor – a project of interest to the ARB. A showing of hands indicated a good number of MPAC members could attend such a meeting.

**Action:** participation in the ARB meeting of Dec. 16.

**Action:** Carol Kowalski requested those interested in outreach efforts to contact her.

**9. New/Other topics** – Monica Tibbits-Nutt, Charlie Kalauskas and Carol Kowalski participated in a taping by ACMi (Arlington Public News) to describe the master plan process to the public. The Land Trust will have its Annual Meeting on Jan. 27 – discussion of the CPA (Community Preservation Act) is on their agenda. The meeting is at 7 pm in the Main Room of the Central School; it is open to the public.

There were no comments from the public; Mark Kapelian took part in the evening discussions.

10. The meeting adjourned at 930 pm.

Minutes submitted by Joey Glushko